

OFFICIAL
SPECIAL PERSONNEL BOARD MINUTES
March 14, 2016

CALL TO ORDER

The meeting began at 5:35 p.m. in Conference Room 113 at City Hall.

ROLL CALL

Present: Ed Fuentes and Joe Roberts

Absent: Ed Comerford

City Staff: Community Development Director David Woltering, Acting CATV Director Steve Firpo, and Assistant City Manager Tami Yuki

REVIEW OF AGENDA

No change to the order of the agenda.

APPROVAL OF MINUTES

Personnel Board Member Joe Roberts made a motion to approve the September 21, 2015 minutes and Personnel Board Member Ed Fuentes seconded the motion.

PUBLIC COMMENT

No public comment.

CONDUCT OF BUSINESS

Recommend Extension of Eligibility Lists

1) Senior Planner

Community Development Director David Woltering confirmed that there is only one Senior Planner position in the City. During the recruitment process, six applicants were interviewed. Personnel Board Chair Fuentes confirmed that the eligibility list will expire on March 27, 2016. Community Development Director Woltering stated that after the list was established, an applicant accepted the position, and that person has been employed for about six months. Personnel Board Chair Fuentes asked for the reason for the extension. Community Development Director Woltering stated that the Senior Planner position is critical in the Department. The City has a high level of development activity, and that if the person were to leave, the Department doesn't want to be out without the position for an extended period of time. The work program for the Department includes the zoning code update, development sites, and upgrades. This position oversees positions who are responsible for high profile projects. Community Development Director Woltering stated that if there is a Senior Planner vacancy, he would like to consider applicants on the eligibility list first before going to full recruitment.

Personnel Board Member Joe Roberts asked if the list expires when the person is hired. Assistant City Manager Tami Yuki stated that the list is in place for one year. Community Development Director Woltering stated that this position is my "right hand" person and is the second in command. It fills a critical role in the department assisting the Director. There was a total of 18 applicants, 6 were qualified and invited to the interview.

Community Development Director stated that the Senior Planner position was a specialized recruitment. It requires a degree in planning and a minimum of 5 years of work experience; however, many had 10+ years of experience. The position requires a seasoned individual, to oversee support staff and oversee major development projects.

Personnel Board Member Roberts asked if there is an opportunity for additional positions to hire in the Department. Community Development Director Woltering stated that the Department has hired contract staff and the City will need to see how the development cycle continues.

Personnel Board Chair Fuentes stated that the Board has difficulty with extending eligibility lists. He stated that by extending a list, the Board feels that it is eliminating the opportunity for other individuals from getting hired and it is preventing equal opportunity for individuals since the eligibility list is over a year old. He stated that he acknowledges the difficulty to recruit and it takes a lot of effort to do the recruitment.

Personnel Board Member Roberts asked about staffing in the Department. Community Development Director Woltering stated that the Long Range Planning Manager is eligible to retire. There is one senior planner position, 2 associate planners, and an assistant planner with a combination of contract and permanent staff.

Personnel Board Chair Fuentes asked about the demographic makeup in the Department. Community Development Director Woltering stated that there is a mix of Caucasian, African American, and male and female staff members.

Personnel Board Member Roberts stated that since there are 6 people on the current list, and confirmed that the candidates on the list would not take lower position like an Associate Planner position since it is below the Senior Planner.

Community Development Director Woltering stated that the extension is a precautionary measure. The Department is a dynamic work environment, and it is common for one agency to recruit employees in our Department to go work for other cities. We have already had it. There are state-mandated timelines for processing and the Department needs current staff up and running expeditiously.

Personnel Board Chair Fuentes stated that he would typically not recommend extending the list but, he understands the hot labor market, and would recommend to extend the eligibility list for 6 months. Personnel Board Member Roberts seconded the motion to extend the list for 6 months.

2) CATV Technician

Acting CATV Director Steve Firpo stated that the CATV Department has a challenge in recruiting employees. The Department needs stable CATV technicians, and the cable television industry has changed dramatically. The Department doesn't have time to train, and new employees need to hit the ground running. Advertising positions have not been effective. The Department needs trained applicants who have specialized skills and during the last recruitment there were 7 applicants that had the background. The Department has a potential large project and need as much assistance in May or June.

Acting CATV Director Steve Firpo explained that they had a position that the Department filled, but is requesting that the Board consider extending the eligibility list. Personnel Board Chair asked about considering an ongoing recruitment. Assistant City Manager Yuki stated that with an ongoing recruitment, the Department takes the risk of having applicants wait on the list without an opening. The Police Department has ongoing recruitments because they go through the eligibility lists quickly since many applicants don't pass the background process.

Acting CATV Director Firpo stated that they have a 4 potential employees who are eligible to retire in the next 6 months, and 2 of the employees have expressed interest in retiring. The "fiber to the home" project is a huge project and if the Department loses a person, it will have an impact on the project.

Personnel Board Chair Fuentes stated that what is the experience of those applicants still left on the eligibility list? Acting CATV Director Firpo stated that those that are on the list have experience with Comcast, Astound, and AT&T. Personnel Board Chair Fuentes asked what is the interest in working for San Bruno CATV. Acting CATV Director Firpo stated that working for San Bruno CATV has the stability and benefits that attracts candidates.

Personnel Board Member Roberts stated that if the 2 employees were to retire, it could be detrimental to the organization. The Department would be short staffed, and CATV customers are not going to be happy. Personnel Board Member Roberts made a motion to extend the eligibility list for 6 months. Personnel Board Chair Fuentes seconded the motion and stated to the CATV Director that he could always come back for another extension if needed.

Recruitment Information

Assistant City Manager Yuki stated that the last time the Personnel Board met was in September. Since that time, the City hired 2 management analysts, one in the Police Department and one in the Human Resources Department, and 2 pre-trained lateral police officers. The City continues to work on recruitment and retirements throughout the City. The Community Services Department promoted a Library Services Coordinator to a Librarian position which created a recruitment for the Library Services Coordinator. The Public Services Department hired 2 Maintenance Workers at the Corporation Yard. The Personnel Board heard earlier from Community Development Director Woltering about a hot job market. Employee are getting recruited to other cities and positions such as planner and engineers are in high demand. The City recently hired an accountant and legal secretary. The Police Department is currently recruiting for a Police Clerk, and is completing background investigations for Community Service Officer applicants.

BOARD MEMBER COMMENTS

Personnel Board Member Roberts asked if there are going to be any other eligibility lists that need extending. Assistant City Manager Yuki stated that the Fire Department may request extension for the Fire Captain eligibility list, but the Public Safety Dispatcher, Firefighter, and Executive Assistant lists will not be extended.

Assistant City Manager Yuki stated that the Personnel Board did a wonderful job presenting the Annual Personnel Board Presentation to the City Council and recognizing Anna Marie Jones and her contributions to the Personnel Board. Personnel Board Chair stated that he spoke with Anna Marie to let her know that she could view the meeting on the City's website.

ADJOURNMENT

Personnel Board Member Roberts motioned to adjourn the meeting at 6.14 pm. Personnel Board Chair Fuentes seconded the motion.